

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>93/125</u>	Archives# 05-174
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Department Transportation	Division Human Resources & Admin	Section Mail Center	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Records custodians

☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.

☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature <i>Pella Weatherall</i>	Date <i>2/11/05</i>
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Signatories

I certify I have reviewed and concur with the records retention periods established on all pages of this document:

State Archivist's signature <i>Terry Keltner</i>	Date <i>2-22-2005</i>	Transportation Attorney signature <i>Amy Moran</i>	Date <i>2-16-05</i>
State Auditor's signature <i>Sally Symanski</i>	Date <i>4/1/05</i>	Federal Highway Administration (FHWA) signature	Date
Attorney General's signature <i>John W. Suthers by mm</i>	Date <i>5/3/05</i>	Anti-trust Unit signature	Date
	Date		Date

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Schedule Revision
Revises Archives # 93-125

Archives # 05-174
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<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent

Department Transportation	Division Human Resources & Administration	Mail Center		
Item#	Description	Retention Period	Special Instructions	
1.	Postal Reconciliation Reports Includes daily logs, assignment records, delivery receipts route schedules, UPS manifest reports, vouchers, Certified Logs, Fed Ex Air and Ground documents.	3 Years		